

FEAT/OGC Relativity 8.2 Guidance (1/24/17)

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ONLINE RESOURCES

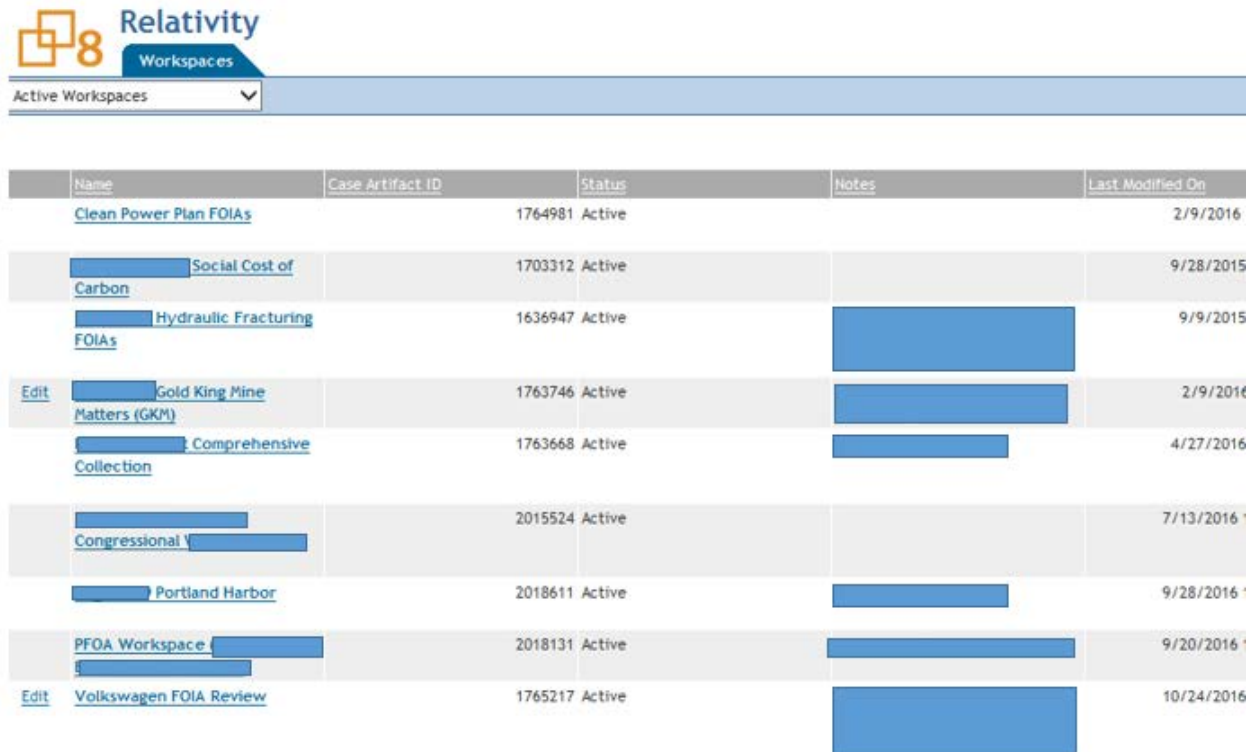
EPA uses Relativity version 8.2. There are a number of video trainings and other resources available here: <https://www.kcura.com/relativity/ediscovery-resources/training/>. Below are some tutorials that you may find useful.

1. Getting Started (3:41): <https://www.kcura.com/relativity/ediscovery-resources/training/on-demand/getting-started/>
2. Redactions and Annotations (6:46): <https://www.kcura.com/relativity/ediscovery-resources/training/on-demand/adding-redactions-and-annotations-8-2/>
3. Coding and Tagging Documents (5:15): <https://www.kcura.com/relativity/ediscovery-resources/training/on-demand/coding-and-tagging-documents/>
4. Reviewer Training (36:33): <https://www.kcura.com/relativity/ediscovery-resources/training/on-demand/reviewer-training/>

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SIGNING IN, FINDING YOUR WORKSPACE

If you are a first time user, your sign in credentials will be emailed to you along with a link to EPA's Relativity viewer. It is a good idea to save or bookmark this link. If you have password issues or cannot find the link, email your case manager. Once you sign in, you will see the workspace list. Click on the name of your case to enter your workspace.



The screenshot shows the Relativity Workspaces interface. At the top, there is a logo for Relativity and a dropdown menu labeled 'Active Workspaces'. Below this is a table listing various workspaces. Each row includes a link to the workspace, the Case Artifact ID, the Status (all are 'Active'), and the Last Modified On date. Some rows have a blue bar redacting information in the 'Notes' column.

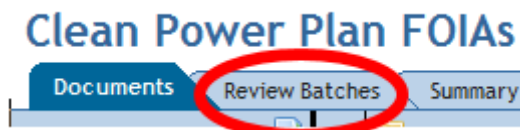
Name	Case Artifact ID	Status	Notes	Last Modified On
Clean Power Plan FOIAs	1764981	Active		2/9/2016
[Redacted] Social Cost of Carbon	1703312	Active		9/28/2015
[Redacted] Hydraulic Fracturing FOIAs	1636947	Active	[Redacted]	9/9/2015
Edit [Redacted] Gold King Mine Matters (GKM)	1763746	Active	[Redacted]	2/9/2014
[Redacted] Comprehensive Collection	1763668	Active	[Redacted]	4/27/2016
[Redacted] Congressional [Redacted]	2015524	Active		7/13/2016
[Redacted] Portland Harbor	2018611	Active	[Redacted]	9/28/2016
PFOA Workspace [Redacted]	2018131	Active	[Redacted]	9/20/2016
Edit Volkswagen FOIA Review	1765217	Active	[Redacted]	10/24/2016

(sample screenshot of a Workspace List, some information removed)

BATCHES

Documents are organized into groups called batches. To review documents, you must have a batch assigned to you. No one else will work on documents in your batch while they are assigned to you. To check out a batch, follow the instructions below. If you are done working, your batch will remain assigned to you unless you check it back in, even if you quit Relativity and sign back in later.

1. At the top of your screen, you will see tabs. Every database is different, but you will likely have a *Documents* tab and a *Review Batches* tab. Click to the *Review Batches* tab.

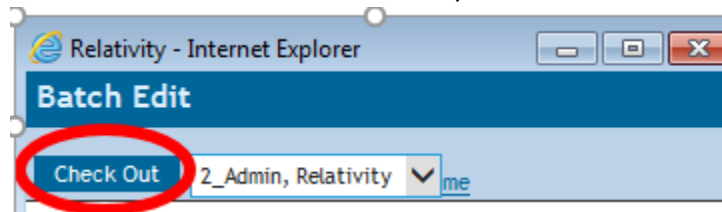


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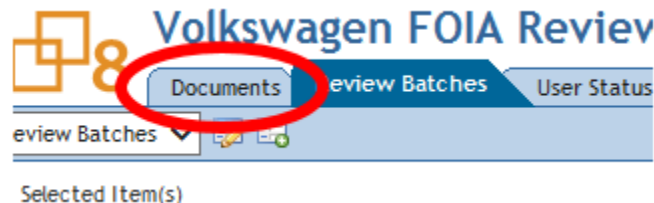
2. This will bring you to a list of batches. There will be several fields of information displayed in the columns.
 - a. The *Batch Status* column will tell you whether a batch has been completed, is in progress, or if the field is blank, the batch is open and may be checked out.
 - b. If a batch is assigned to a reviewer, their name will be displayed in the *Assigned To* column.
 - c. The columns should display how many documents have been reviewed in a batch as well as the total size of the batch.
3. To check a batch out, look to the left of the screen. Next to the batch names, there will be a blue hyperlink *Edit* button. Once you have selected your batch, click this edit button to begin the checkout process.

	<input type="checkbox"/>	Batch Set	Batch	
1	<input type="checkbox"/> Edit	OAR July-Sept Morrissey	OAR-M00001	C
2	<input type="checkbox"/> Edit	OAR July-Sept Morrissey	OAR-M00002	C
3	<input type="checkbox"/> Edit	OAR July-Sept Morrissey	OAR-M00003	C
4	<input type="checkbox"/> Edit	OAR July-Sept Morrissey	OAR-M00004	C

4. Click the “Check Out” button to check the batch out to yourself.



- 5.
6. Once a batch is checked out, you will notice that it is assigned to you in the *Assigned To* column.
7. To view the documents in the batch you have checked out, you must look again to the tabs at the upper left of your screen. Click back to the documents tab to view the documents.



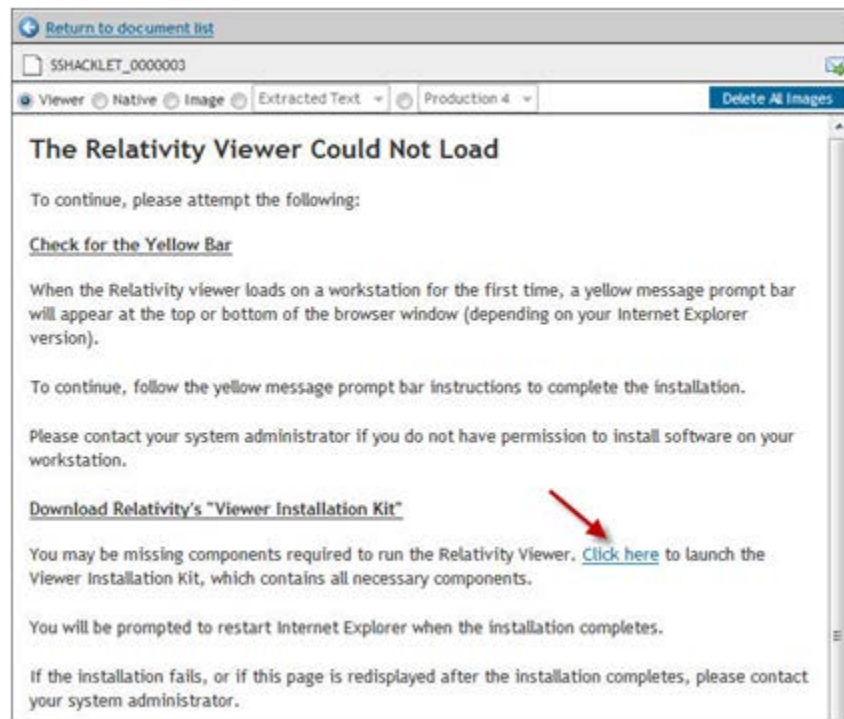
8. Follow the same steps to check a batch back in. (Go to the batches tab, find your batch, press the *Edit* button). You may check the batch back in as *Pending* if it is not complete. But if all documents have been reviewed, check it back in as *Completed*.



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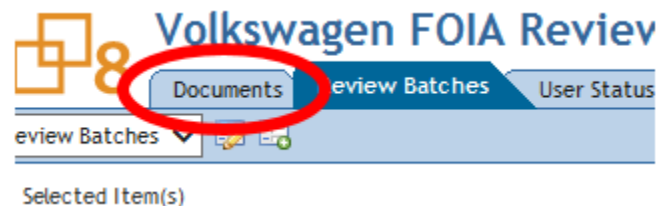
INSTALLING THE WEB VIEWER

If this is the first time you are using Relativity on your machine, you will likely need to install a plugin before being able to view documents. If you are prompted with the below error or a similar message when you try to open a document, then you will need someone with administrator rights to download the Relativity Viewer and install it. Call your technical support line and ask for assistance installing the Relativity Viewer plugin. Your technician will be able to remotely download and install the plugin, usually in a matter of minutes. This should only need to be done once.



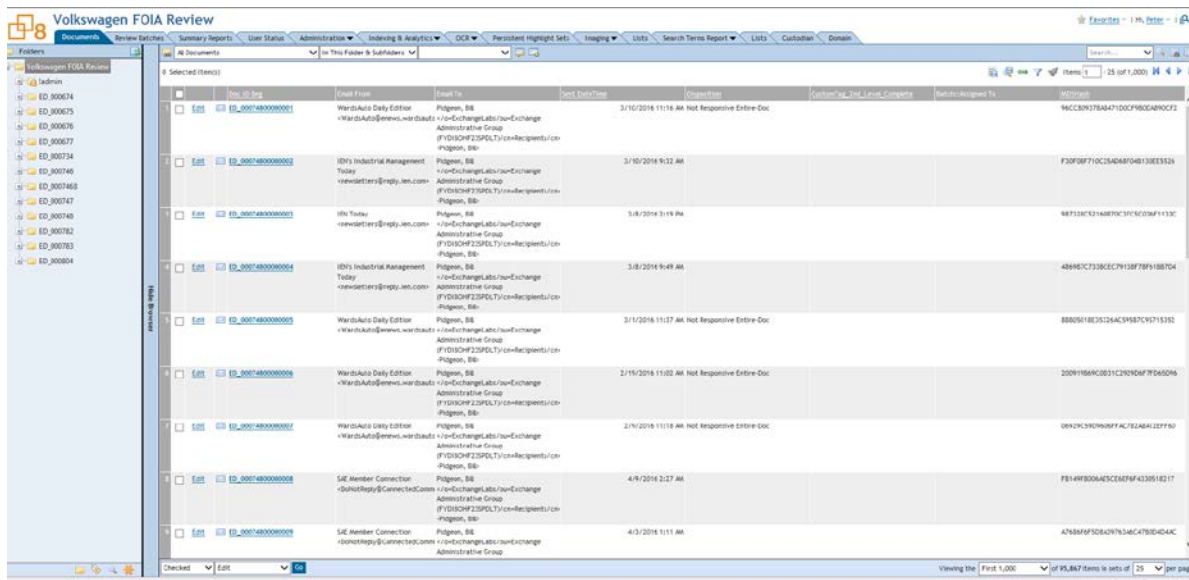
OPENING AND VIEWING A DOCUMENT

1. Make sure you are in the *Documents* tab.



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2. Your screen should look something like this:



3. Look at the drop down menu towards the upper left of your screen. It will likely say “All Documents” or “unreviewed documents” or have similar choices. Your case manager should give you guidance as to what view to use, or they may limit your access to a single useful view.

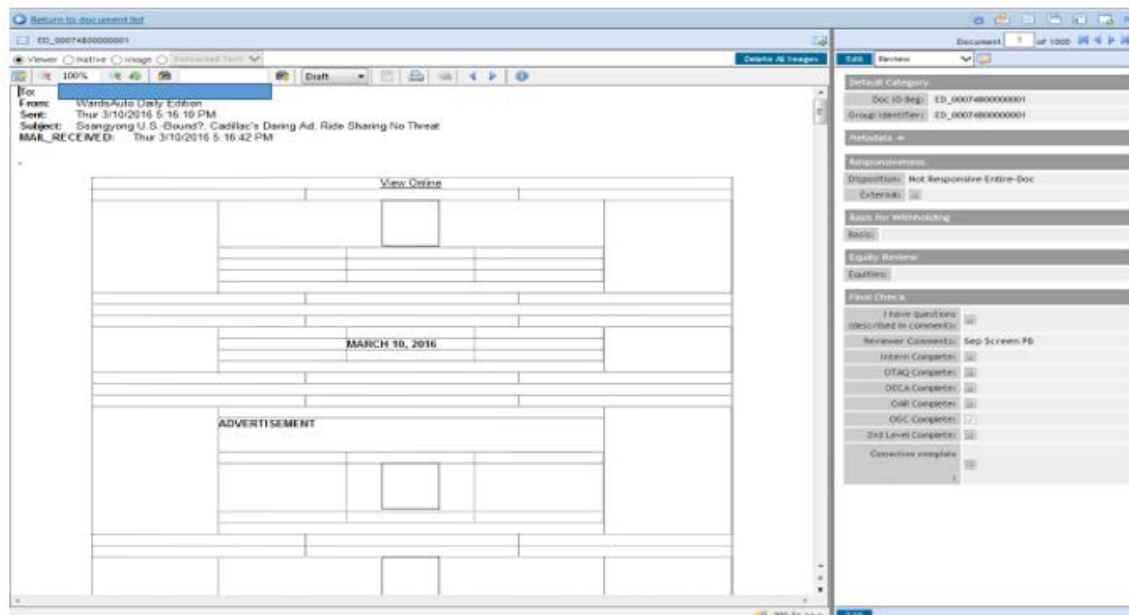


4. You will see a list of documents with columns of information. One of the leftmost columns will contain links to the documents themselves. Click the blue hyperlink Doc ID number of the document you would like to open.

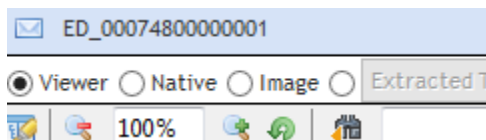
	Doc ID Beg	Custodian	Email From	Email To	Sent Date/Time	Redactions Needed	EPA_Review
1	ED_000748000000001		WardsAuto Daily Edition <WardsAuto@enews.wardsauto.com>	Administrative Group (FYDIBOHF23SPDLT)	3/10/2016 11:16 AM		
2	ED_000748000000002		IEN's Industrial Management Today <newsletters@reply.iem.com>	Administrative Group (FYDIBOHF23SPDLT)	3/10/2016 9:32 AM		
3	ED_000748000000003		IEN Today <newsletters@reply.iem.com>	Administrative Group (FYDIBOHF23SPDLT)	3/8/2016 2:19 PM		

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5. Opening a document will take you to the reviewer interface, it should look like this:



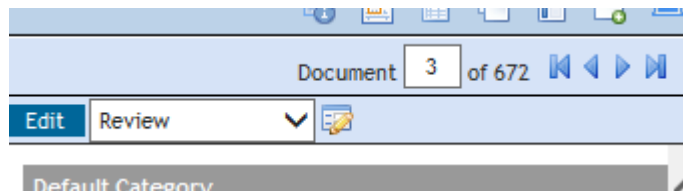
6. You should have access to three views depending on the type of document you are looking at and how it has been processed. To change to a different view, click the radial button.



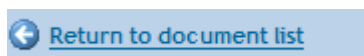
- Viewer Mode:** Default view which contains the rendered version of the native file. This view will display the entire content of the document in one continuous view. If persistent highlighting is used, certain terms may be highlighted to aid in your review.
- Native Mode:** Clicking on the native viewer will open the file in a separate window in its native form. If you are looking at an email, it will open the file in outlook, if you are looking at a spreadsheet, excel will open. This can be useful for certain file types, but should generally be avoided.
- Image Mode:** This view will only be available if the document set you are working with has been processed to be "imaged." If you need to use image mode but your documents are not imaged, talk to your case manager. Image mode shows you the document as it will be produced to the requester. The document may contain several pages that you will need to click through. This is the view you will use to make redactions.

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- To move on to the next document in your list automatically, or back to a previous document, use the navigation arrows in the upper right corner of your screen.



- To return to your document list from a document view, look to the upper left of your screen and select *Return to document list*.

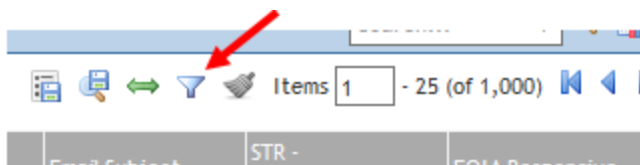


SORTING AND FILTERING DOCUMENTS

- Your document list should have several columns. If a column title is underlined, like *Sent Date* in the image below, you can click on the title and your documents will be sorted by that column.

<input type="checkbox"/>	<u>Doc ID Beg</u>	<u>Sent Date</u>	Email From	Email To	Email CC	Email Subject	STR - FOIA Search Terms	FOIA Responsive
<input type="checkbox"/>	Edit	ED_000522J_Forked_NSFs_0000	11/20/2012 5:02 PM	CN=Sam	CN=Stan		Fw: Two	Non-Responsive -

- Clicking on the filter icon above your document list will allow you to filter the documents you are viewing. For example, you could limit your view to only documents from a particular sender.

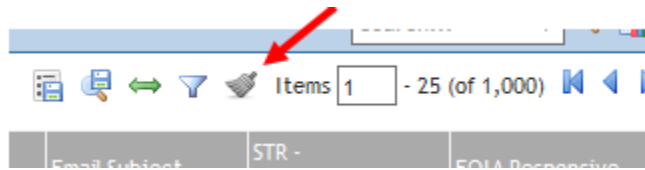


- Text boxes will appear below the headings of each column. Type the terms you want to use to filter in the text box of the relevant column.

<input type="checkbox"/>	<u>Doc ID Beg</u>	<u>Sent Date</u>	<u>Email From</u>	<u>Email To</u>	<u>Email CC</u>	<u>Email Subject</u>	STR - FOIA Search Terms	FOIA Responsive
(All) v	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)
<input type="checkbox"/>	Edit	ED_000522J_Forked_NSFs_0000	11/20/2012 5:02 PM	CN=Sam	CN=Stan		Fw: Two	Non-Responsive

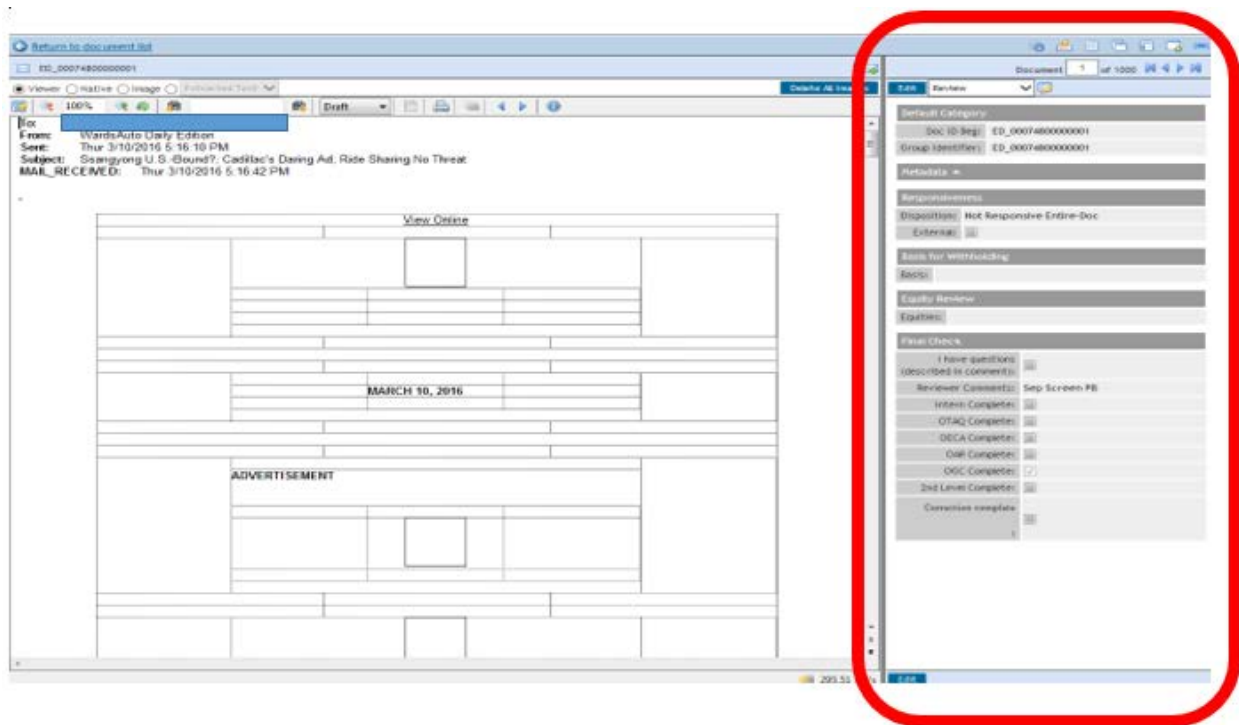
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4. To clear your filters, click the sweep icon next to the filter icon.

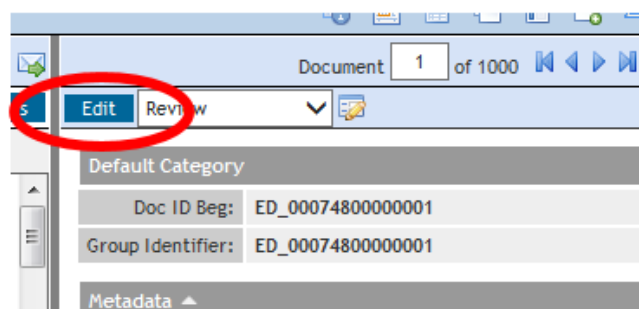


CODING A DOCUMENT

“Coding” is a term we use to describe the process of adding information to the documents that you review. To do this, when viewing a document, use the coding pane on the right side of your reviewer interface



1. To begin coding, you must select the edit button in the upper left of your coding pane.



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- This will bring your coding pane to life and allow you to make edits. Your reviewer interface should now look like this:

The screenshot shows the Relativity FEAT/OGC interface. On the left is a document preview pane with a table containing text like "View Online", "MARCH 10, 2016", and "ADVERTISEMENT". On the right is a coding pane with sections for "Disposition", "Basis for Withholding", and "Exemption Review". The "Disposition" section has radio buttons for "Release in Full", "Release with Redactions", "Withhold in Full", "Not Responsive Entire-Doc" (which is selected), "Tech Problems", and "Duplicate". The "Basis for Withholding" section has checkboxes for various exemptions, with "Ex. 5 - Attorney Client" and "Ex. 6 - Personal Privacy" checked. The "Exemption Review" section has checkboxes for "AD/DOJ", "Interagency", and "Upper Level Review".

- Follow the instructions provided by your case manager for coding your documents. You will find that some fields of information use radial buttons that only allow you to make one choice, and other fields use check boxes which allow you to select more than one item.

Radial Buttons:

This close-up shows the "Disposition" section of the coding pane. It features a list of options with radio buttons: "Release in Full", "Release with Redactions", "Withhold in Full", "Not Responsive Entire-Doc" (which is selected), "Tech Problems", and "Duplicate". There is an "Add" link at the bottom.

Check Boxes:

This close-up shows the "Basis for Withholding" section of the coding pane. It features a list of exemptions with checkboxes: "Ex. 4 - CBI", "Ex. 5 - Deliberative", "Ex. 5 - Attorney Client" (checked), "Ex. 5 - Attorney Work Product", "Ex. 6 - Personal Privacy" (checked), "Ex. 6 - Administrator", "Ex. 7(a) - Enforcement", "EX. 7(c)", "Other (specify in comments)", and "Non-Responsive".

- After you have finished coding a document, remember to save. If you plan to move on to the next document in your set, clicking "Save and Next" will save and take you there automatically. The save buttons are located above and below your coding pane.

This screenshot shows the document review controls at the bottom of the interface. It includes buttons for "Save", "Save & Next", "Cancel", and "Review". Below these buttons, it says "Previous: None" and "Copy from Previous".

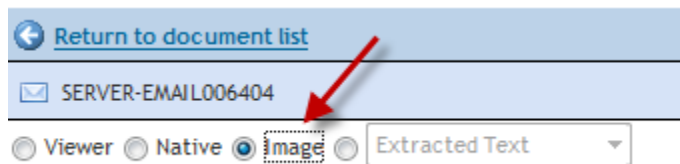
- When you move onto another document, your coding pane will remain in edit mode, and you should be able to begin coding right away.

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REDACTING

In general, when a FOIA exemption applies to part of a document, we have an obligation to release reasonably segregable material within that document. This is accomplished by redacting the exempt part of the document. You should redact as needed according to the instructions below. Redactions are automatically saved.

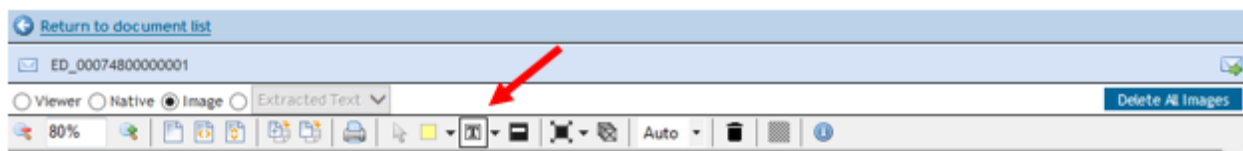
1. To create a redaction, make sure you are in Image mode in the Document viewer.



2. Look to the toolbar at the top of your screen. See the solid black square with the drop down menu. If you hover your cursor over it, it will display "Redact."



3. The drop down options when you click on the down arrow will be *Black*, *Cross*, *Text*, or *White*. Always select *Text*. When you have *Text* selected, the icon will look like below. Once this is selected, it will remain in *Text* mode unless you change it or sign out.



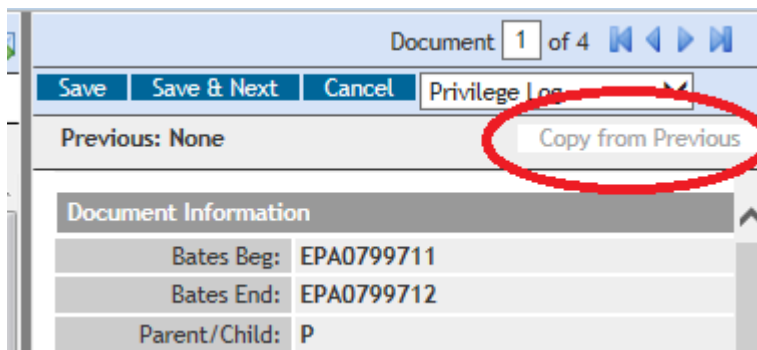
4. To make a redaction, click on your document and drag to create a square text box. You will be able to resize or move this text box so that it conceals the information that is exempt from disclosure.
5. To change the text that is displayed in the box, right click on the box. This will allow you to select the appropriate basis for withholding from a series of drop down choices.
6. To delete a redaction, right click on the redaction and select *delete*.
7. Remember that the coding pane will not be automatically updated when you make a redaction. Be sure to code which exemptions you are asserting.

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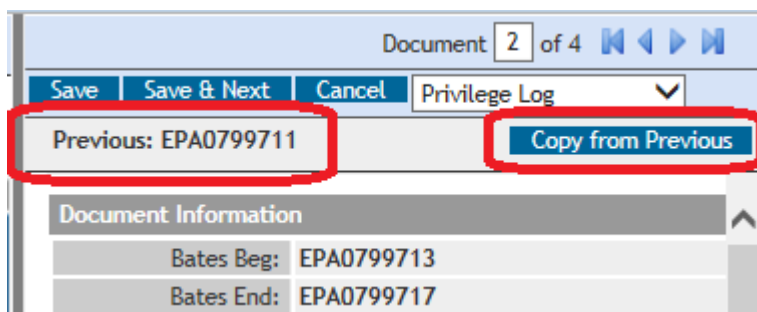
COPY FROM PREVIOUS

At the top right-hand side of the coding pane, there is a “Copy from Previous” button on the Relativity review screen, which will allow you to copy the coding from the most recently coded document in your current review session. This button may save time if you are working in a sequence of similar documents.

1. To use Copy from Previous, you must first code at least one document. If you have not yet coded a document in your current session, or if you click Save (as opposed to Save & Next) or Cancel after reviewing a document, the layout is displayed as read-only and the Copy from Previous button is disabled:



2. Once you have coded a document in the current session and hit Save & Next, the Previous field will show the document identifier of the document that you last coded, and the Copy from Previous button will be enabled:



3. Relativity will also display a gray arrow icon next to the fields with values that will be copied from the previous document when you use Copy from Previous (Document Status, Privilege Basis, and Reviewer Comments). After you click Copy from Previous, the gray arrow icon will be replaced with a green arrow icon. The icon redisplay next to a copied field that you have modified. You must still click Save or Save & Next to apply the changes that you have copied into the document.

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How to effectively use Copy from Previous

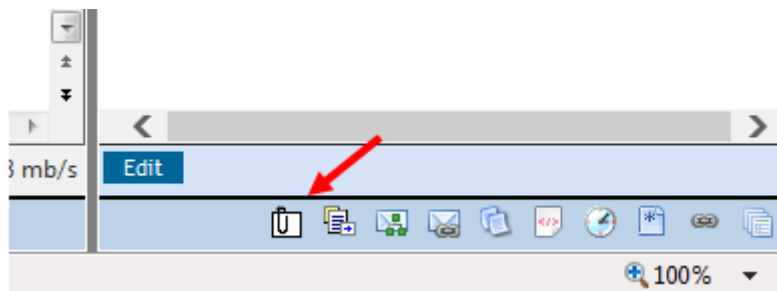
Use the Copy from Previous function when you want to copy the coding values of the designated fields from the last-saved document to the current one, like in cases where you have a series of similar documents one after another. After Relativity populates the layout with these coding values, you can still modify them (as you might need to, for instance, when copying a Privilege Basis description from an email into one of its attachments). After making any necessary changes, click the Save & Next button to save your changes and review a new document.

REVIEWING FAMILY MEMBERS AND DUPLICATES

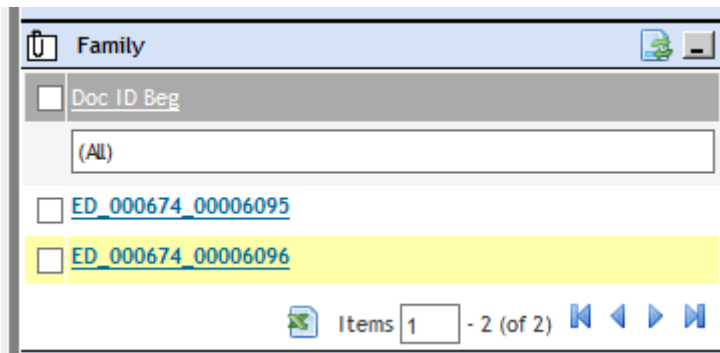
When looking at an attachment, it can be helpful to view the parent email to gain important context. When looking at an email communication, it may be helpful to view the attachments that are referenced. To view a document's family, follow the steps below.

1. FAMILY MEMBERS

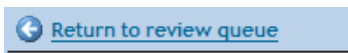
- a. Find the paperclip icon in the bottom right corner of your screen. Click it.



- b. This will provide you with a small viewing pane that contains list of documents, likely titled with a series of Doc ID numbers. Each number is a hyperlink to a document.



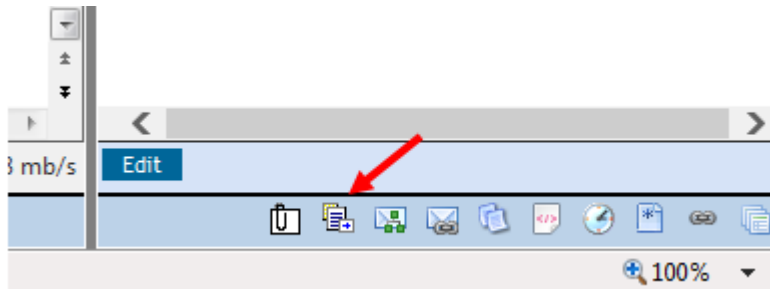
- c. The uppermost document will be the parent email. The descending documents are attachments.
- d. After clicking through the family and making coding changes or gathering information, to return to your original document, look to the upper left of your screen and click *Return to review queue*.



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2. DUPLICATES

- a. The Duplicates Icon should be located next to the paperclip icon,

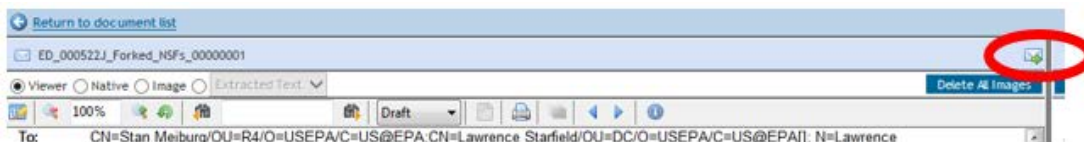


- b. Just like with family members, you will see a small viewing pane that will display any duplicates. It can be navigated similarly, and when you are finished coding any duplicates, you can return to your initial document by selecting return to review queue.

EMAILING A DOCUMENT TO YOUR CASE MANAGER

If you have a question about a document, it is often easiest to send a link to the case manager. Relativity has an easy tool to help with this.

1. Locate the email icon with the green arrow in the upper right of your viewing pane






2. Click the icon, this will open up an outlook message with a direct link to the document. Send the document to your case manager with a note about your question and they will be able to open up the document themselves to help with your issue.

GETTING DOCUMENTS OUT OF RELATIVITY

If you are a first line reviewer, there is likely no reason for you to print or produce documents from Relativity. If you are helping with case management, you may need to get documents out of the database for a number of reasons.

1. *Running a Production:* You may be at the end of your review and ready to deliver your final product to a requester. This will require the help of the e-discovery team in OEI. When you are ready to run a production, send an email to ediscovery@epa.gov. You should describe which documents need to be produced, if you would like them to be produced as images or in native format, and how you would like the documents to be stamped. The E-discovery team may follow up to clarify those and other details. If you know that you are going to request a large production, it can be helpful to reach out in advance.
2. *Printing Images:* If you are not running a final production, but rather need copies of one or more documents for some internal review, you can print images of your documents with or without redactions. Follow the steps below.
 - a. Check the boxes of the documents that you would like to produce.

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							Leigh...
5	<input checked="" type="checkbox"/>	Edit		ED_000522J_Forked_NSFs_00000			
6	<input checked="" type="checkbox"/>	Edit		ED_000522J_Forked_NSFs_00000			
7	<input checked="" type="checkbox"/>	Edit		ED_000522J_Forked_NSFs_00000			

- b. Alternatively, if you would like to print all of the documents in a particular saved search or folder, you can select “All” documents from the drop down in the lower left of your screen.

Checked Edit



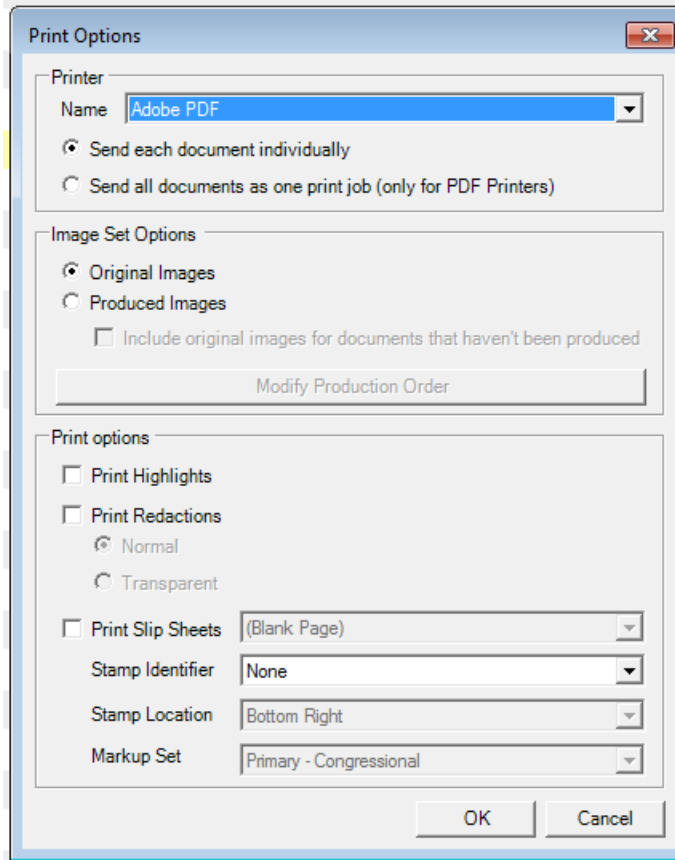
All 58 Edit

- c. Using the second drop down menu, select “Print Images” and then press “Go”

All 58 Print Images

- d. You will be prompted with a number of choices. If you are trying to create a PDF, select a PDF printer. You have the options to send multiple documents as a group, print highlights or redactions, and select markup sets. Once you have set up your print job, press “OK” and Relativity will print your images. If you are printing to PDF, you will be prompted to save the PDF.

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3. *Opening in Native:* If you need to view or circulate a native file, open it using the native viewer and proceed from there.

